CHEMISTRY 351 / 353

TEMPORARY CHANGE OF LABORATORY SECTION

NAME: _____

I.D. #: _____

EXPT. TITLE: _____ **WEEK :** _____

DATE: _____

(1) **Regular Laboratory Section**

Day _____

Time _____

Instructor _____

(2) **Alternate Laboratory Section**
(ideally this should be in the same Room as your regular section if you need glassware)

Day _____

Time _____

Instructor _____

Signed _____

(3) **Reason for Change of Laboratory Section**

(4) **Signature of Chem 351/ 353 Lab. Coordinator** _____

Date _____

DIRECTIONS

1. **COMPLETE** sections 1-3 of this form using the information on the Laboratory Sections page of the Course Homepage on the internet (or via Blackboard).
2. Take a paper copy of the form to the course **Laboratory Coordinator** and get it **SIGNED** by them ***at least*** 24 hrs in advance of the alternate session that you are attending.
3. Once you have the form signed, we will contact the Laboratory Technician (if required) to let them know which experiment needs to be set-up and where for you.
4. When you attend the alternate laboratory get the form **SIGNED** by the TA at the beginning of the laboratory session (this confirms you attendance and let's them know you are there).
5. **ATTACH** this form to your laboratory report (it will not be graded if the form is missing).

6a. If your make up laboratory is in the same week as other students complete the experiment, then your report is due as the same time as other students in your registered laboratory section.

b. If your make up laboratory is the week after other students complete the experiment, then your report is due to the laboratory coordinator by noon the following Monday.